

The Request File Copy screen has two additional functions, **U** for Data with Unpacked Fields and **R** for Layout with Unpacked Fields. The **U** and **R** functions may only be selected for files that currently have packed amount fields, which are Allotment, Appropriation, Cash Control, Check, Document, General Ledger, Grant Project, Operating, Payroll Extract, Subsidiary, and Vendor Payment.

Except for the History Files and Budget Files, the Request File Copy produces a copy of the entire file. No selection options are available as when requesting Standard Reports.

The Request File Copy screen provides three options for History File (HY) transactions:

Current Month - Transactions coded with the Current Fiscal Month ending with transactions successfully posting the previous processing night.

Prior Month - Transactions coded with the Prior Fiscal Month.

Prior Year - Transactions coded with FM 13. Data is only available in an FM 13 file between June 30 and the date an agency runs the Year-end Close process.

If another file copy request is submitted before the screen is exited, the # or * indicators for the previous requests are displayed in one color and the # or * indicators from the most recent request are displayed in a different color. These indicators remain on the screen until the screen is exited. If the screen is exited and the screen is accessed again, the "F" column is blank.

When a file copy is requested, the file does not include maintenance performed that day. The file includes data **as it existed after the last nightly update** (IEUP cycle). Since the copy of the file is 'as it existed' after the last IEUP cycle, there is no reason to request a second copy on the *same* day. If a second copy is accidentally requested, a second copy exists as well as the cost associated with the duplicate request.

When a record layout is requested, the record layout is copied from the CALSTARS production file **as it exists at the time the request is made**. An example of the file layout for the Check File is displayed in Exhibit II-C-1.

The file copy is transferred to the Node/Userid specified in **Part II** on the CALSTARS Security Form (CALSTARS 95). Note that if the Node/Userid is left blank on the form, the default Node/Userid (OTech/CSOrg#) are used. If the node is at OTech, the process should take only fifteen or twenty minutes. If the node is a remote node, the process may take as long as six hours depending on (1) the size of the file copy and (2) the volume of traffic on the communication line. If the file is not available, call the Production Control Unit at (916) 323-7541.

Table And File Copy Retention And Costs

Table Copy and File Copy data sets sent to an OTech Node/Userid have a **7-day retention period**. Files (data sets) sent to other Node/Userids cannot be tagged with a limited retention period.

Recommendation: Extract data or run agency programs against the Table Copy and File Copy data as soon as practical. This should help keep data storage costs to a minimum and conserve storage resources (storage costs may significantly exceed the file copying costs). Once the data has been used, the Table Copy and File Copy files should be purged (**D-Delete** data set).

Each agency using Table Copy and File Copy pays for the actual usage cost. Once the data set is sent to the agency's Node/Userid, storage costs for those files are the agency's responsibility.

EXHIBIT II-C-1
SAMPLE OF A FILE LAYOUT FROM COMMAND G.2 FILE COPY

```

*****
*           BEGINNING OF COPY MEMBER  CK$VREC           *
*           CHECK FILE                                   *
*           RECORD LENGTH  105                          *
*           KEY           LENGTH  23                    *
*           PRIOR CHANGE DATE: 03-01-86 (GY)           *
*           CURRENT CHANGE DATE: 08-14-96 (VFS)        *
*****

01 CK-RECORD.
  03 CK-CONTROL-KEY.
    05 CK-ORG-CODE                               PIC X(4) .
    05 CK-CHECK-NUMBER.
      07 CK-CHECK-ACCOUNT-NUM                   PIC X(3) .
      07 CK-CHECK-SEQUENCE-NUM                 PIC X(6) .
    05 CK-FUND4.
      07 CK-FUND-1                               PIC X .
      07 CK-FUND-NUMBER                         PIC X(3) .
    05 CK-SUB-FUND4.
      07 CK-SUB-FUND-1                           PIC X .
      07 CK-SUB-FUND2-4                         PIC X(3) .
    05 CK-SEQUENCE-NUMBER                       PIC 9(2) .
  03 CK-I-INFORMATIONAL-ELEMENTS.
    05 CK-I-CHECK-DATE8.
      07 CK-I-CHECK-DATE-CC                     PIC X(2) .
      07 CK-I-CHECK-DATE.
        09 CK-I-CHECK-YY                       PIC X(2) .
        09 CK-I-CHECK-MM                       PIC X(2) .
        09 CK-I-CHECK-DD                       PIC X(2) .
    05 CK-I-CHECK-AMT-X.
      07 CK-I-CHECK-AMT                         PIC S9(9)V99 COMP-3.
    05 CK-I-REVERSE                             PIC X .
    05 CK-I-VENDOR-ID.
      07 CK-I-VENDOR-NO                         PIC X(10) .
      07 CK-I-VENDOR-SUFFIX                     PIC X(2) .
    05 CK-I-VENDOR-NAME                         PIC X(30) .
    05 CK-I-TRANS-YEAR4.
      07 CK-I-TRANS-YEAR-CC                     PIC X(2) .
      07 CK-I-TRANS-YEAR                       PIC X(2) .
    05 CK-I-FISCAL-MONTH                       PIC X(2) .
    05 FILLER                                  PIC X(19) .

*****
*           END OF COPY MEMBER  CK$VREC           *
*****

```

Prerequisites For Using Table Copy And File Copy

To order table and file data sets, agency staff must have access to the G.1 Table Copy and G.2 File Copy screens. Like other Main Menu functions, access to the Table Copy (Command **G.1**) and File Copy (Command **G.2**) is controlled through the Signon ID. One or more agency staff can have access to these functions. Agencies must request this access through the submission of CALSTARS Security Forms. (CALSTARS 95) The forms will need to specify a Node/Userid if different from the default Node/Userid (OTech/CSorg#).

NOTE: The **agency** CALSTARS Security Officer should have the form and instructions.

To use the data files produced by the Table Copy and File Copy, an agency needs to have access to the Node/Userid where the CALSTARS files are transmitted. The agency also must have a certain level of expertise to make use of the data once it is available. This expertise includes the ability to use data center software or to download the data to an agency facility for further processing. It is also important that the individuals working with the raw file data have knowledge of accounting and the accounting objectives that each of the files is designed to accomplish.

DATA SET NAMING CONVENTIONS

A standard naming convention is used to define the *content* and *origin* of the data set. All data sets created through Command **G.1**, **G.2**, and **G.3** are cataloged in a library until OTech system or agency maintenance is performed, whichever occurs first. Exhibits II-C-3, II-C-5, and II-C-7 display the naming convention for each type of data set, give an example of a data set name for each Output Destination type, and describes what each component of the data set name represents. The standard naming convention is also displayed for system generated reports in Exhibits II-C-4 and II-C-6.